

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.563
	STATE OF HAWAII	3.564
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Minimum Qualification Specifications
for the Classes:

CORRECTIONS SUBSTANCE ABUSE COUNSELOR I & II

<u>CORRECTIONS SUBSTANCE ABUSE COUNSELOR I</u> (CORRS SUBSTANCE ABUSE CNSLR I)	3.563
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Prerequisite Knowledge and Abilities Required:

Knowledge of: Basic methods and techniques of substance abuse treatment; descriptions and effects of various mood-altering drugs; federal confidentiality regulations pertinent to substance abuse patient records; typical social, behavioral and emotional problems of substance abusers; interviewing techniques; basic counseling for practical solutions to problems; appropriate community resources; and communication skills to read, write and speak effectively.

Ability to: Provide basic short-term substance abuse treatment services; recognize and identify typical social, behavioral and emotional problems and needs of chemically dependent persons; collect, evaluate, interpret facts and recommend action; conduct drug and recovery education sessions; provide limited lay counseling services; interact effectively with substance abusers; speak before groups; and maintain records and prepare reports.

<u>CORRECTIONS SUBSTANCE ABUSE COUNSELOR II</u> (CORRS SUBSTANCE ABUSE CNSLR II)	3.564
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Prerequisite Knowledge and Abilities Required: In addition to the knowledge and abilities required at the lower level:

Knowledge of: Various individual and group activities appropriate for resolving a range of typical social, behavioral and emotional problems of substance abusers; and various community resources appropriate for substance abusers.

Ability to: Provide basic long-term residential substance abuse treatment services to substance abusers; plan, modify and conduct pertinent substance abuse treatment activities; provide lay counseling services to individuals and groups; recognize, identify and understand typical social, behavioral and emotional

problems of substance abusers; integrate treatment activities with personal issues of substance abusers; recognize and refer complex problems to responsible personnel; establish rapport with substance abusers; and establish and maintain cooperative relationships with others.

Basic Education Requirement:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Spclzd Exp (Yrs)	Total Exp (Yrs)
Corrections Substance Abuse Counselor I	2	2
Corrections Substance Abuse Counselor II	3	3

Specialized Experience: Work experience in a substance abuse treatment program, under the supervision of or as a certified substance abuse counselor, which involved direct services to chemically dependent clients. The work must have included screening clients for appropriate level of treatment services; identifying and assessing problems and needs; establishing a plan of immediate and long-term treatment goals and process; conducting drug and recovery education; lay counseling services to individuals or groups; appropriate referrals to community resources; cooperative efforts with client families and others in establishing support and/or reinforcement groups; and preparing reports and maintaining records of client's progress in treatment. Such experience must have been acquired while serving in a position on a paid or volunteer basis and

which may have been either a full-time or part-time job in a treatment program.

Work experience which has been credited to the applicant for certification in substance abuse counseling, in accordance with standards of the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc., may be considered as meeting the Specialized Experience requirements on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Certification in Substance Abuse Counseling:

Applicants must possess a Certified Substance Abuse Counselor (CSAC) certificate, issued in accordance with standards of the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed

material the size of typewritten characters, glasses permitted; and speak in an audible and distinct manner before groups and individuals; hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes CORRECTIONS SUBSTANCE ABUSE COUNSELOR I AND II (CORRS SUBSTANCE ABUSE CNSLR I & II).

DATE APPROVED: _____
MIKE MCCARTNEY
Director of Human Resources Development